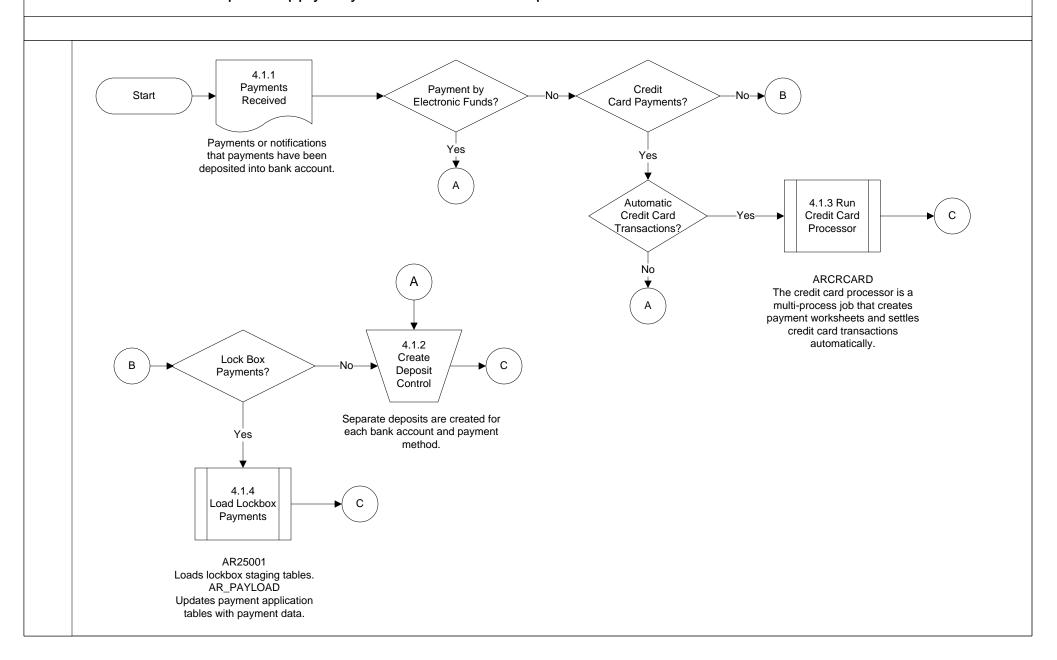
Cardinal Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines: Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Step Indicates point at which the process begins. Does Invoice) NOT a noun phrase (Invoice Processing) to describe Description Start not represent any activity. the step. Represents a batch process within the PeopleSoft system. Use Batch Indicates point at which the process ends. Does End a verb phrase (Process Invoice) NOT a noun phrase (Invoice **Process** not represent any activity. Processing) to describe the step. Represents a process or step that is performed manually. Use a Manual Document Represents a document of any kind, either verb phrase (Process Invoice) NOT a noun phrase (Invoice Operation Template Key electronic or hard copy Processing) to describe the step. On-Page or Intra Process Connector. Used to Represents the possible outcomes of a decision or analysis that avoid complex overlapping connector lines or to took place in a step immediately preceding. NOTE: this symbol Decision Χ continue a process on a subsequent page. Also itself does NOT represent any activity, and should not be given an Outcome used to reference a sub process within the same identifier. main process. Connectors are labeled with UPPER CASE letters. Represents an entity (person, organization, etc.). Entity Used only when necessary to show the source of Name GL Inter Process Connector. Used to connect steps important information 5.3 between business processes (e.g. General Ledger Sub Process 5.3 would be GL 5.3). Step Number The step number should be placed at 1.1.1 the top of each step or process Approve PO

AR 4 Enter Funds Receipts & Apply Payments – 4.1 Enter Deposits



AR 4 Enter Funds Receipts & Apply Payments – 4.2 Process Payments 4.2.1 4.2.2 Unapplied Enter Individual **Process** Receivable Payment Payment Payments? Information Predictor Yes For payments related to **ARPREDCT** receivable items, identifying Automatic cash application process used to apply information is entered to aid the D application in identifying the payments. receivable to reduce. 4.2.3 4.2.4 4.2.7 4.2.5 Create or Access Apply Payment to Set Worksheet Review D Payment Correct? Yes—▶ Group to Do Not Receivable Accounting Worksheet Entries Post Some worksheets are Use the Accounting Each deposit is finalized as Apply payments against Νo created by other processes Entries page to review a one complete group; see receivables via the Finalize Deposit step. (e.g. direct debit process); accounting entries that worksheet creation. some worksheets must be have already been This is to aid bank 4.2.6 built by identifying the reconciliations. created. Correct receivable item for payment

application.

Accounting Entries

AR 4 Enter Funds Receipts & Apply Payments – 4.2 Process Payments (Continued)

